



CONFIDENTIAL

31 October 1946

COPY NO.

34

CENTRAL INTELLIGENCE GROUP

C.I.G. ADMINISTRATIVE ORDER

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QUARTERS, COST OF LIVING, SPECIAL FOREIGN LIVING ALLOWANCES

1. Where specifically authorized or approved, quarters allowances, cost of living allowances, or special foreign living allowances shall be paid to those employees having permanent station in a foreign country. Such allowances shall be paid in accordance with the provisions of Bureau of the Budget Circular A-8, Parts A and B.

2. For the purposes of paragraph 6 of Part A, civilian employees will be classified as follows:

Group 2. Chief of Missions and other principal officers directly subordinate to Washington, D. C. (Unless otherwise approved by the Director, these officials will fall in grades CAF-13 or P-6 or above. Employees in those grades who are not directly subordinate to Washington are listed in Group 3).

Group 3. Technical and professional employees with grades of CAF-9 or P-3 or above and not covered by Group 2.

Group 4. All other employees with grades under CAF-9 or P-3.

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ROBT S. VANDENBERG  
Lieutenant General, USA  
Director, CIG

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*Rec'd copies # 34, 35, 36, 37, 38, 39*

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QUARTERS, COST OF LIVING, SPECIAL FOREIGN LIVING ALLOWANCES

1. Where specifically authorized or approved, quarters allowances, cost of living allowances, or special foreign living allowances shall be paid to those employees having permanent station in a foreign country. Such allowances shall be paid in accordance with the provisions of Bureau of the Budget Circular A-8, Parts A and B.

2. For the purposes of paragraph 6 of Part A, civilian employees will be classified as follows:

Group 2. Chief of Missions and other principal officers directly subordinate to Washington, D. C. (Unless otherwise approved by the Director, these officials will fall in grades CAF-13 or P-6 or above. Employees in those grades who are not directly subordinate to Washington are listed in Group 3).

Group 3. Technical and professional employees with grades of CAF-9 or P-3 or above and not covered by Group 2.

Group 4. All other employees with grades under CAF-9 or P-3.

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ROY T. VANDENBERG  
Lieutenant General, USA  
Director, CIG

**CONFIDENTIAL**

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28 October 1946

## MEMORANDUM FOR THE EXECUTIVE FOR PERSONNEL AND ADMINISTRATION

Subject: Quarters, Cost of Living, Special Foreign  
Living Allowances

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Enclosure: a. Draft of Administrative Order

1. Enclosed is a proposed Administrative Order establishing the policy for CIG in connection with quarters and cost of living allowances. It is necessary that this policy be established and communicated to Field Stations so that the forthcoming payroll can be prepared.

2. Your attention is invited to the classification of employees for quarters, in accordance with paragraph 6 of Part A. The proposed Administrative Order has been cleared with the Chief, Finance Division, and the Chief, Special Funds Section. In view of the fact that the major portion of the personnel affected are in Special Operations, the Order also has been cleared with the Assistant Director for Special Operations.

3. The authority to approve or authorize the payment of a quarters or cost of living allowance to specific individuals is delegated by memorandum of the Director, dated 6 September 1946. It is the opinion of this office that the establishment of a policy governing such payments can be accomplished only by the Director or an Assistant or Deputy Director in the capacity of Acting Director.

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LAWRENCE R. HOUSTON  
General Counsel

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*Copy no.*

31  
28 October 1946

CENTRAL INTELLIGENCE GROUP

C.I.G. ADMINISTRATIVE ORDER

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QUARTERS, COST OF LIVING, SPECIAL FOREIGN LIVING ALLOWANCES

1. Where specifically authorized or approved, quarters allowances, cost of living allowances, or special foreign living allowances shall be paid to those employees having permanent station in a foreign country. Such allowances shall be paid in accordance with the provisions of Bureau of the Budget Circular A-8, Parts A and B.

2. For the purposes of paragraph 6 of Part A, civilian employees will be classified as follows:

Group 2. Chief of Missions and other principal officers directly subordinate to Washington, D. C. (Unless otherwise approved by the Director, these officials will fall in grades CAF-13 or P-6 or above. Employees in those grades who are not directly subordinate to Washington are listed in Group 3).

Group 3. Technical and professional employees with grades of CAF-9 or P-3 or above and not covered by Group 2.

Group 4. All other employees with grades under CAF-9 or P-3.

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[Redacted Signature Box]

HOYT S. VANDENBERG  
Lieutenant General, USA  
Director, CIG

*sent to mimeo.  
31 Oct. 46*

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